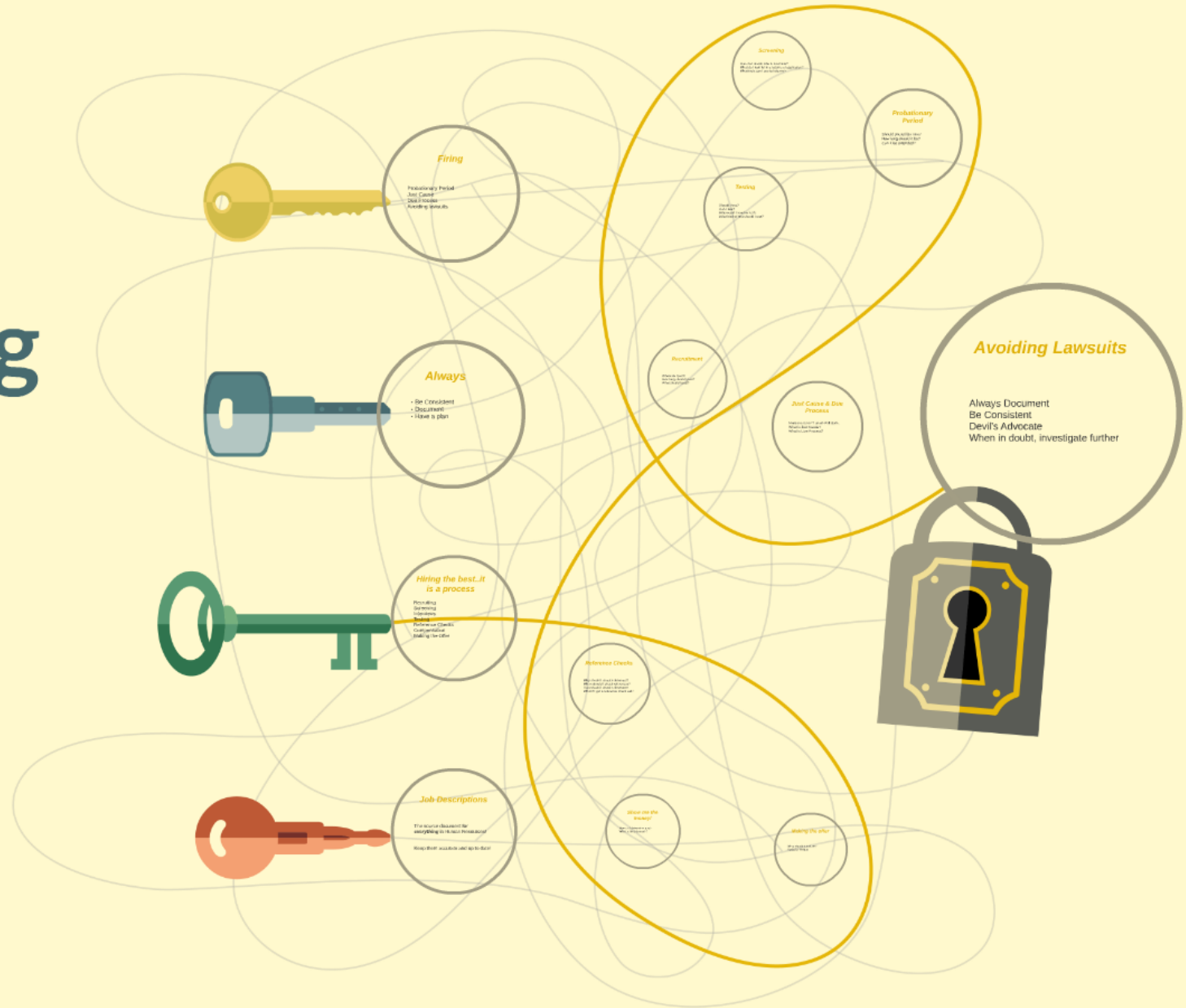
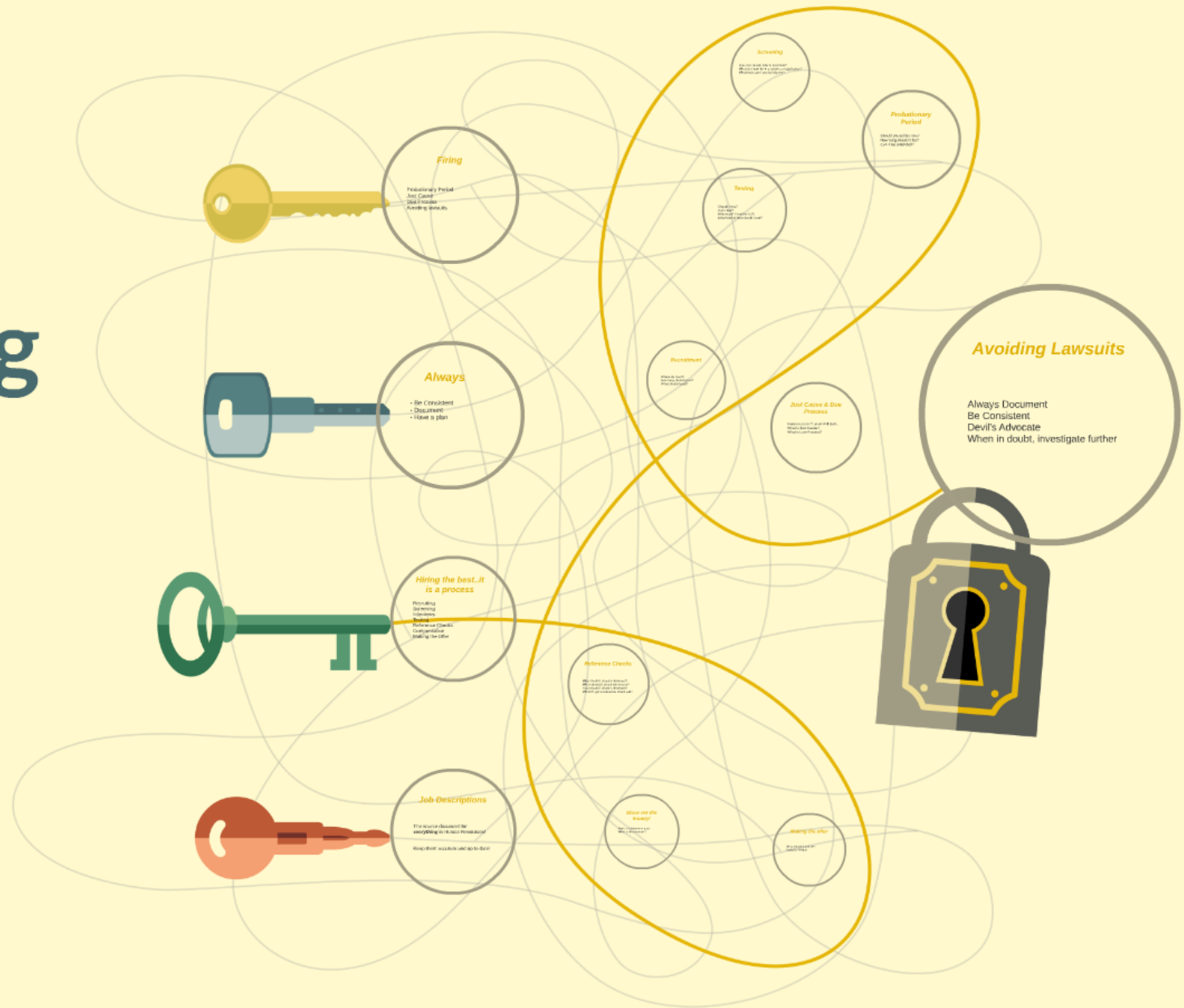


Best Practices in Hiring and Firing



Best Practices in Hiring and Firing



Always

- Be Consistent
- Document
- Have a plan



Job Descriptions

The source document for
everything in Human Resources!

Keep them accurate and up to date!

Hiring the best..it is a process

Recruiting
Screening
Interviews
Testing
Reference Checks
Compensation
Making the Offer

Recruitment

Where do I post?
How long should I post?
What should I post?

Screening

How do I decide who to interview?
What do I look for in a resume or application?
What tools can I use to help me?

Testing

Should I test?

Can I test?

Why would I want to test?

What kind of test should I use?

Reference Checks

Why should I check references?
When should I check references?
How should I check references?
What if I get a reference check call?



Show me the money!

How do I determine pay?
What is the job worth?

Making the offer

What should it include?
Verbal or Written

Firing

Probationary Period
Just Cause
Due Process
Avoiding lawsuits

Probationary Period

Should you utilize one?
How long should it be?
Can it be extended?

Just Cause & Due Process

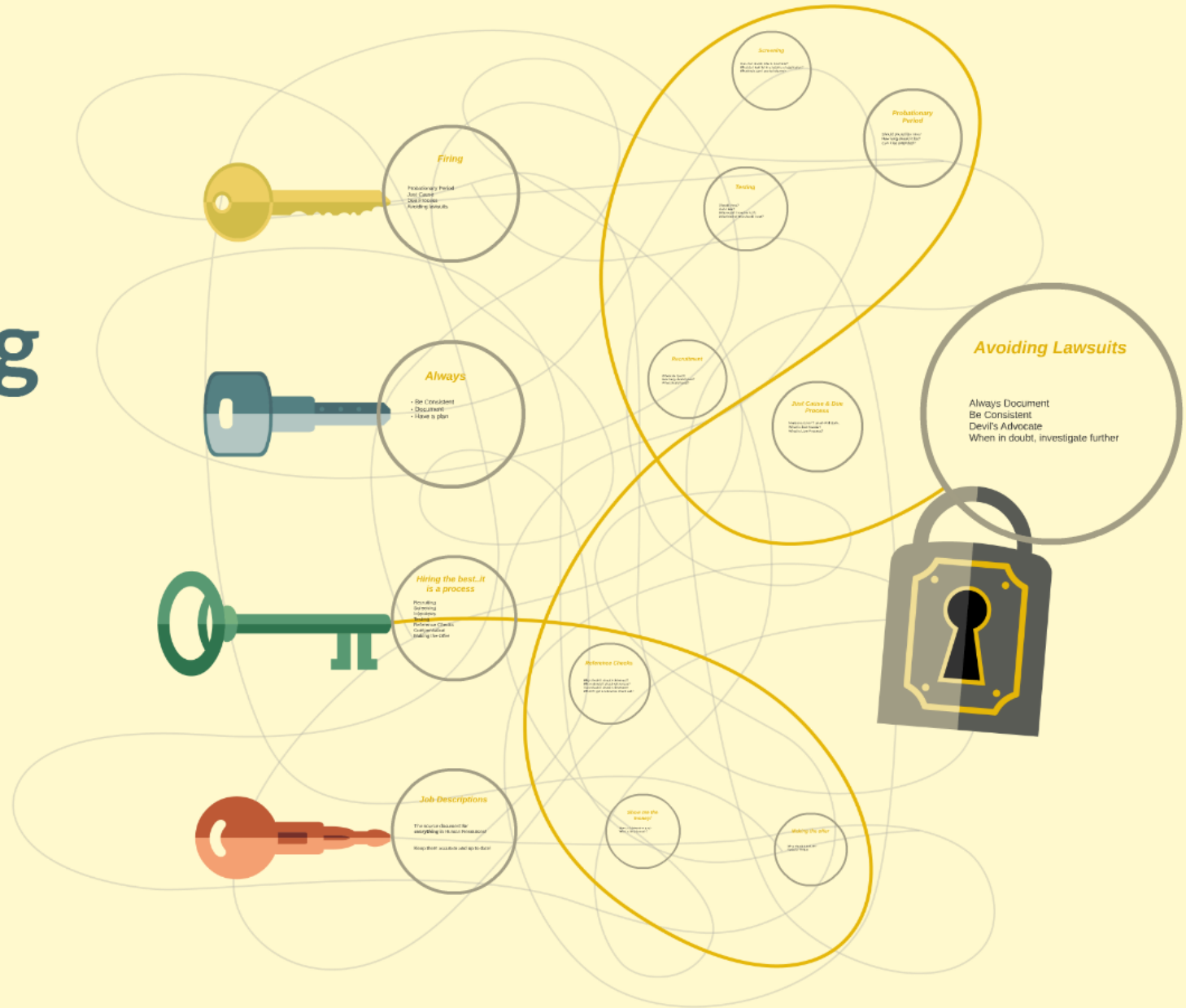
Montana is NOT an At-Will state.
What is Just Cause?
What is Due Process?



Avoiding Lawsuits

Always Document
Be Consistent
Devil's Advocate
When in doubt, investigate further

Best Practices in Hiring and Firing





Thank you!

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